

ENCOMPASS / ENTAP Enrollment Tutorial –

This tutorial is designed to provide step-by-step instructions for completing the Web-based enrollment from, and to answer any questions that may arise during the process.

Due to the number of Training Courses, Workshops and Refresher Courses being offered it is necessary that each attendee complete an enrollment from. This is to ensure that each attendee's individual needs and schedule are met to the best of our ability.

PLEASE NOTE: Enrollment Requested are processed and scheduled on a first-come, first-served basis.

Step 1 –

Navigate to the ENCOMPASS Website: <https://myshare.in.gov/sba/encompass/>

- OR - Click the following link to skip steps 2 – 4 >>> [Go directly to the Enrollment Form](#)

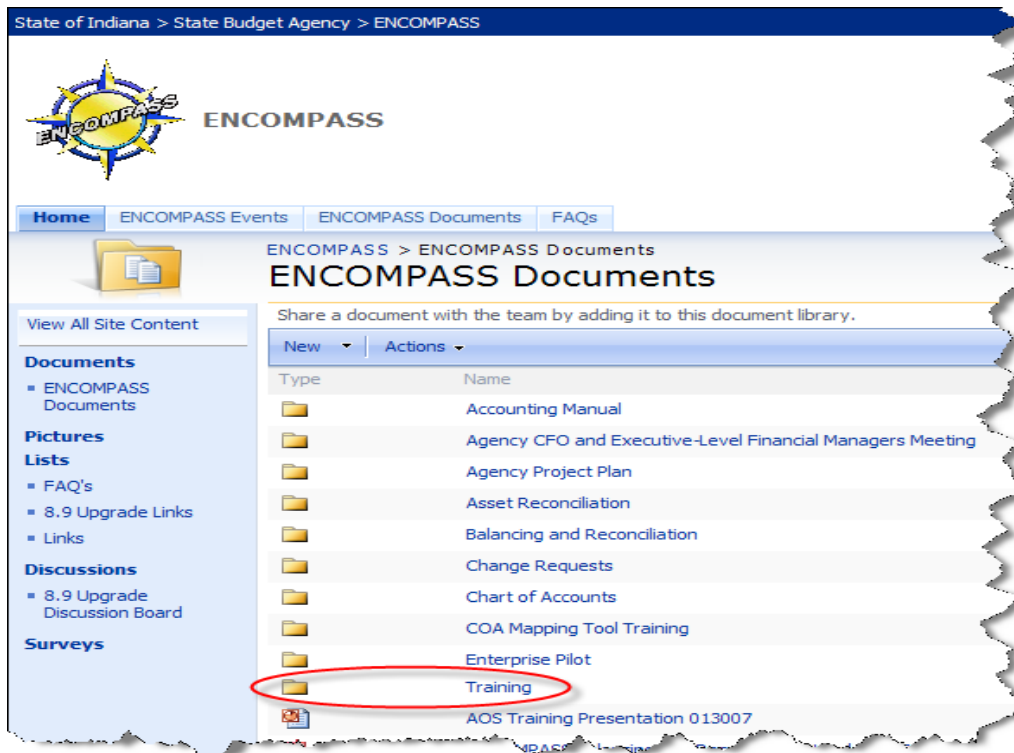
Step 2 –

From the ENCOMPASS Homepage navigate **Documents > ENCOMPASS Documents**. Click on the **ENCOMPASS Documents** link.



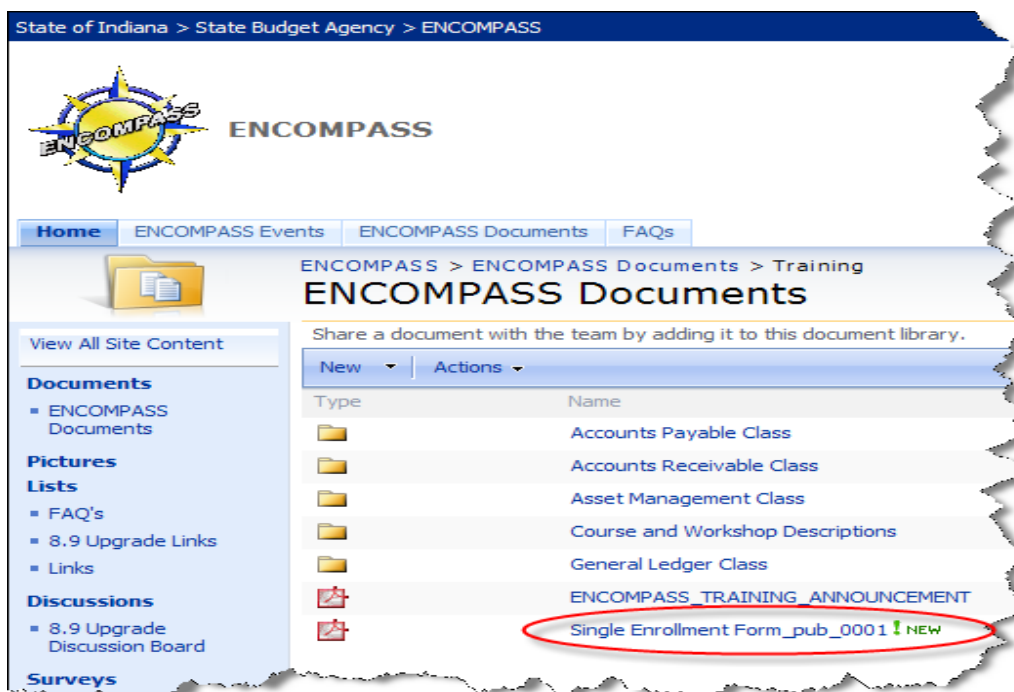
Step 3 –

After clicking the ENCOMPASS Documents link; navigate to the Training Folder and click to open the folder.



Step 4 –

Once the Training Folder is open navigate to and click on the "Single Enrollment Form pub 0001.pdf" file. When the file is clicked on, the Single Enrollment Form will automatically open in the Web Browser window.

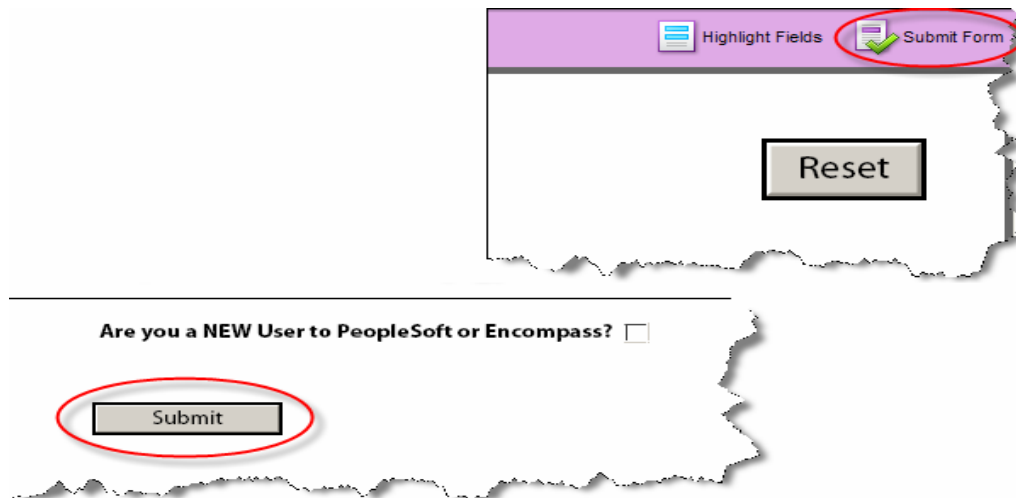


Step 5 –

Complete all Attendee Information on the Single Enrollment Form. Once all information is completed and the desired Training, Workshops and/or Refresher Courses are selected; you are now ready to submit the form via email.

Step 6 –

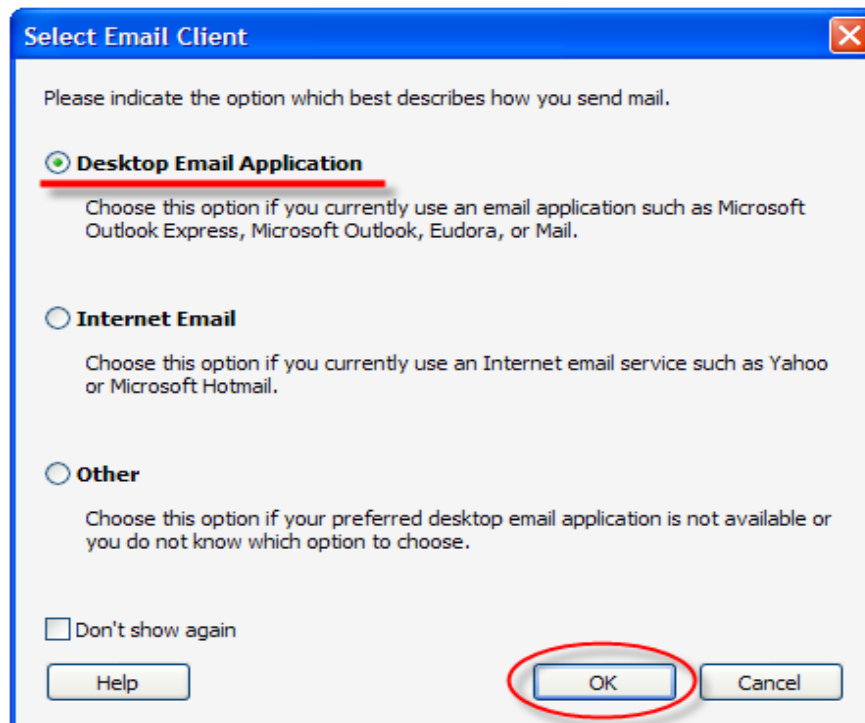
To email the Enrollment Request Form simply click on either of the submit buttons to email the form. One Submit Button is located at the bottom of the form, where as the other can be found on the Form Information Toolbar.



The screenshot shows two parts of the form. The top part is a purple toolbar with a 'Highlight Fields' icon and a 'Submit Form' button with a green checkmark icon, which is circled in red. Below this is a 'Reset' button. The bottom part of the form has a question: 'Are you a NEW User to PeopleSoft or Encompass?' followed by an unchecked checkbox. Below the question is a 'Submit' button, which is also circled in red.

Step 7 –

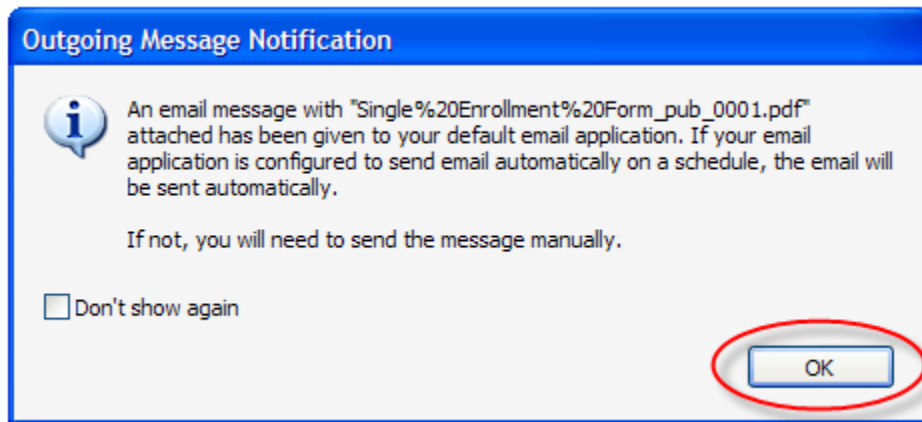
Once the Submit Button is clicked, the 'Select Email Client' dialog box will appear. The Enrollment Form is simply attempting to access the email client to send the form. Allow the default selection and click OK to continue.



The screenshot shows a 'Select Email Client' dialog box with a blue title bar and a close button (X) in the top right corner. The text inside says 'Please indicate the option which best describes how you send mail.' There are three radio button options: 'Desktop Email Application' (selected and underlined with a red line), 'Internet Email', and 'Other'. Each option has a description. At the bottom, there is a checkbox for 'Don't show again' and three buttons: 'Help', 'OK' (circled in red), and 'Cancel'.

Step 8 –

Next the 'Outgoing Message Notification' dialog box will appear, informing that an email attachment is being sent to the default email application (e.g. Outlook). The attached email form will be sent during the next automatic email cycle (e.g. Outlook's "Send/Receive" process). Simply click the OK button.



Step 9 –

The Enrollment Form has now been sent to your email client (e.g. Outlook), and will automatically be sent during the next delivery cycle. The form can now be closed.

An enrollment confirmation will be within 3 business days.

Thank You!